



Mayacamas Countywide Middle School

Mayacamas Countywide Middle School (“Mayacamas”) will serve socio-economically, racially and ethnically diverse students through a highly personalized program that differentiates instruction to meet individual students’ needs. Mayacamas will ensure students master state content standards and grow developmentally in an inclusive, welcoming and supportive culture.

Student Handbook

2024-2025

It is the policy of the Mayacamas Countywide Middle School not to discriminate on the basis of actual or perceived race, color, age, creed, religion, gender, gender identity, gender expression, sexual orientation, ancestry, native origin/ethnicity, veteran status, marital status, or handicap/disability in its educational and vocational programs or employment as required by Title IX, Section 504, the ADA, and Title VI. Assurance is given that service, activities, and facilities are accessible to and usable by handicapped persons.

Dear Mayacamas Countywide School Families,

We are thrilled to welcome you and all our students to a new school year! The 2024-25 school year promises to be filled with dynamic opportunities for all our students. We are proud of our highly qualified staff, our diverse and supportive community, and our commitment to excellence in education.

At Mayacamas, we believe in the development of the whole child. We strive to provide our students with dynamic, rigorous, and relevant learning opportunities that foster their academic, social, emotional, physical, and creative growth. We also encourage our students to be responsible, respectful, and compassionate citizens who contribute positively to their local and global communities. To achieve these goals, we need your partnership and collaboration. We value your input, feedback, and involvement in your child's education. We invite you to communicate regularly with your child's teachers, and to participate in school events and activities.

We also encourage you to join our Family Club - Basecamp, which supports our school in various ways. In addition to a rigorous academic curriculum, we offer a variety of co curricular and extracurricular opportunities for our students to extend their learning and interests beyond the classroom. These include clubs, sports, arts, music, service, and leadership programs. We hope that your child will take advantage of these opportunities and discover new talents and passions. To help you and your child understand the expectations and policies of our school, we have prepared a Student Handbook that contains important information including, but not limited to attendance, behavior, grading, homework, health and safety. Please read the handbook carefully and discuss it with your child. You can also access this handbook on our school website. If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your support and cooperation. We look forward to working with you and your child this year.

Sincerely,

Cathy Adams
Head of School

SECTION I: PHILOSOPHY, PERSONNEL, AND SCHEDULES

Mayacamas Countywide Middle School Mission Statement

Mayacamas, recognizing the unique needs of emerging adolescents, teaches its students to persevere and achieve, to assume responsibility, and to become involved in their own learning.

We are committed to the intellectual, emotional, aesthetic, physical, and social development of all students in a safe environment of intellectual rigor, responsible risk-taking, and individuality.

We are further committed to building a sense of community while encouraging respect for and service to others.

To deliver this mission we will provide:

- A rigorous academic program that fosters success for each student.
- An individualized learning plan developed for and with each student to both extend and support their learning.
- A variety of opportunities for involvement in school and community service

activities.

- Support for the emotional, social, and learning needs of students.

Staff

Name	Role	School email
Cathy Adams	Head of School	cathy.adams@mayacamas.school
Laura Cendejas	Operations Manager	laura.cendejas@mayacamas.school
Brenna Pourroy	6th Grade Advisor, Math & SS	brenna.pourroy@mayacamas.school
Alec Clark	7/8 Advisor, Science	alec.clark@mayacamas.school
Aimee Reed-Heidenreich	Art 6th & 7/8	aimee.heidenreich@mayacamas.school
Janelle McGee	Special Education	janelle.mcgee@mayacamas.school
Nik Blankenship	Music	nik.blankenship@mayacamas.school
Kim Jinks	ELA	kim.jinks@mayacamas.school
Kate Burke	Social Studies	kate.burke@mayacamas.school
Kirsten Fletcher	Math	kirsten.fletcher@mayacamas.school
Sergio Ortega	P.E.	sergio.ortega@mayacamas.school
Sara Scarpino	Instructional Aide	sara.scarpino@mayacamas.school

Soledad Alcaraz	Instructional Aide	soledad.alcaraz@mayacamas.school
Vincent Balilo	Instruction Aide After School Director	vincent.balilo@mayacamas.school

Report Cards

Report cards will be sent home 3 times per year at the end of every trimester. The parent portal through Power Schools will allow families to see progress on student's work. The portal will be updated at a minimum every two weeks so that families can support students as needed.

Parents are always welcome to contact teachers directly if they have any questions or concerns. And, teachers may contact families to discuss grading or behavior issues as they arise.

Daily Schedules

Schedule Regular Day Mon, Tues, Thurs, Fri

7:55 - 8:45 - Arrival/Breakfast Available

8:50 - 9:20 - Advisory

9:22 - 10:52 1st & 4th Period

10:52 - 11:07 - Break/Breakfast Available

11:09 - 12:39 2nd & 5th Period

12:39 - 1:09 Lunch

1:11 - 1:47 - Learning Lab

1:49 - 3:20 3rd & 6th Period

Schedule Wednesdays

7:55 - 8:45 - Arrival/Breakfast Available

8:50 - 9:20 - Advisory

9:22 - 10:25 - 1st & 4th Period

10:27 - 10:42 - Break/Breakfast Available

10:44 - 11:48 - 2nd & 5th Period

11:48 - 12:18 - Lunch

12:20 - 1:27 - 3rd & 6th Period

SECTION II: ACADEMICS

GLOSSARY OF MIDDLE SCHOOL TERMS

Advisory	Advisory is held daily at the beginning of the day for 30 minutes to allow for home to school transitions and to support students in their social and emotional learning.
Elective	Classes scheduled to broaden student learning. Currently Mayacamas offers music and visual art.
ELD	English Language Development is offered to students who need additional language assistance.
English Language Arts (ELA)	Combined instruction including English, reading, and composition.
LL	Learning Lab - the time after lunch

SCHOOL COUNSELING OFFICE

A counselor or therapist is available to help in various areas— personal needs, difficulty with

friends or peers, or just as a friendly ear. They may meet with individuals and/or small groups throughout the course of the academic year.

A student's right to privacy and confidentiality is the basis for an effective counseling relationship. Confidentiality ensures that school counselors won't share students' disclosures with others except when the student authorizes it or when there is a clear and present danger to the student and/or to other persons.

Counselors are also a formal contact between home and school. Parents/guardians are welcome to contact the school office if they would like to talk with the counselor or therapist.

Withdrawals and Transfers

Please advise the School Office in advance, if you are moving out of the District or transferring a student to another school.

Please let the School Office know if you have changed your physical address or email address or phone number. It is important for regular communication and also emergency situations that we have up to date contact information.

STANDARDIZED TESTING AT MAYACAMAS

WAYFINDER - A social emotional tool to be given twice a year in the fall and again at the end of the year.

Teach to One - A mathematics assessment given in the fall to provide data for ongoing lessons for both intervention and advancement.

BrainPop ELD - assessment given at the beginning of the year to enable assignment of targeted lessons for individual students.

NWEA Map - assessments in Math, Science and ELA to determine current levels and measure growth.

LPAC - assessments for English Language Development

CAASPP - assessments in Math and ELA as well as Science for 8th grade. This is the statewide assessment given to all public school students.

HOMEWORK

Homework is part of the learning experience in core and elective subject areas. Teachers make

every effort to balance the assignment load. Students and parents /guardians should be aware that completion of homework may be included in final class grades. Homework time often varies significantly among students according to interest and ability.

TEXTBOOKS

Students are responsible for all books during use. Damage to books beyond ordinary wear and tear may be charged to a student based on the original cost, year in use, and extent of the damage. Any accrued charges must be paid by the last week in June of the school year the charges were assessed.

PHYSICAL EDUCATION

Physical Education (PE) is a requirement, and all students should be prepared for each class. The appropriate dress attire for PE is a pair of athletic-style shorts and shirt. In addition to proper gym attire, students are responsible for having socks and sneakers. If for any health reason a student cannot participate in a PE class, a note from the parent/guardian for short-term (1 day) should be presented to the school nurse, and in the case of a long-term problem, a note from a physician specifying term should be given to the nurse and physical education teacher.

LABORATORY SAFETY CONTRACT

In science courses, you will frequently perform laboratory investigations. For your personal safety and that of your classmates, make these guidelines part of your behavior. Your teacher will instruct you in any special or additional precautions that apply to some laboratory activities.

Rules of Laboratory Conduct

- 1 Perform laboratory work ONLY when a teacher is present. Unauthorized or unsupervised experiments are not allowed.
- 2 Read and think about each laboratory assignment BEFORE beginning the activity.
- 3 Know the location and use of all safety equipment in the laboratory or classroom.
- 4 Avoid all unnecessary talk and movement in the laboratory.
- 5 NEVER taste laboratory materials. No food or drink is permitted in the laboratory portion of the classroom EVER.
- 6 Report any laboratory accident and/or breakage, no matter how small, IMMEDIATELY to your teacher.

7 Return all equipment and materials to their designated locations at the end of each laboratory session; turn off electrical equipment, water, and gas.

8 Keep focused; horseplay or practical jokes are NEVER acceptable in the laboratory.

Anti-Hazing, Bullying, and Harassment

BULLYING

Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, bullying by and of Mayacamas students is always prohibited.

HARASSMENT

Harassing behavior, including sexual harassment, is inconsistent with the educational goals of the District and is prohibited at all times.

Title IX Coordinator: Cathy Adams
Telephone number: 707-320-6394
Email: cathy.adams@mayacamas.school

EVENING ACTIVITIES

Students involved in evening activities, such as dances, parties, plays, concerts, etc., are required to arrive on time and asked to remain on school grounds for the entire time of that activity.

Students who leave school grounds without prior school permission will be sent home with their Parents/guardians and will be subject to disciplinary action.

Parents/guardians are expected to arrange for prompt pick-up of their children after all evening activities.

SECTION III: ATTENDANCE AND DISCIPLINE

ROLES AND RESPONSIBILITIES - STUDENTS

Mayacamas Countywide Middle School is dedicated to the education of all students. Mayacamas Countywide Middle School staff, together with the parents/guardians and members of the greater school community, encourages all students to grow academically, socially, and emotionally during their middle school years. Students need consistent messages from staff regarding acceptable and unacceptable behaviors to respond in the expected manner.

Through their years at Mayacamas Countywide Middle School, it is expected that students will take increased responsibility for their own learning and social actions. In doing so, students will act in a manner that affords every other student the opportunity to learn in an environment which is safe and free from distractions.

At Mayacamas Countywide Middle School, students must continue to develop self-respect while respecting the rights of others. Cooperation with others in the school community is a shared responsibility as students grow socially. Older students should act as role models for younger students. Being more mature, they should be willing to accept additional responsibilities as they earn additional privileges.

1. Arrive to school on time.
2. Attend school daily.
3. Learn and follow all school rules and procedures.
6. Respect self and all others.
7. Avoid hurtful language.
8. Use appropriate channels (individual teachers, counselor, student council, or office staff) to express concerns, fears, or complaints.
9. Respect all school property.
11. Admit mistakes and accept responsibility for one's actions.

MACAMAYAS Countywide MIDDLE SCHOOL CODE OF CONDUCT

All staff and students at Mayacamas Countywide Middle School work together to help each other reach their fullest potential. Everyone is treated with respect and dignity. Mayacamas Countywide

Middle School staff will help students reflect

Safety: Are my actions safe for myself and for others?

Respect: Do my actions show respect for myself and for others?

Honesty: Do my words and actions represent truth?

Responsibility: Do my actions show that I strive to meet others' expectations? Am I a dependable member of the school community?

Courtesy: Do my actions help make this a place where people feel welcome and accepted, and where they can do their work without disruptions?

A positive and responsive school climate that is conducive for all students is essential. To support the Mayacamas Countywide Middle School community in creating this climate, a comprehensive and restorative system of discipline has been established.

Students are encouraged to assume responsibility for their behavior and to refine their ability to recognize right from wrong and act accordingly. Each student's rights, as well as those of the entire school community, to participate in and conduct the instructional program must be respected. Appropriate behavior is critical to create a healthy and safe school environment. Students are responsible for their behavior on school grounds, at bus stops, during travel on school district buses, and at school-sponsored activities off school property.

Discipline for Special Education Students

All students are encouraged and expected to comply with our school-wide Code of Conduct. However, we do recognize that there are some students identified as requiring Special Education, for which an Individualized Education Plan (IEP) has been developed to address learning and behavioral needs. Some IEPs may include behavior plans specifically developed to teach appropriate behaviors and to determine staff responses and consequences. For Special Education students, the IEP and/or state regulations and guidelines and federal law may supersede the school policy for discipline. Therefore, discipline procedures for students with IEPs may be individualized and unique. These discipline procedures may require an IEP meeting to be scheduled to update and/or revise the document due to a student discipline occurrence.

WEAPONS

Weapons or reasonable lookalikes may not be brought to school, or to any school activity. According to the California Education law, students who do so may be expelled for at least one (1) full school year.

COMPUTERS: Acceptable Use of Internet, Computers, and Network Resources

Acceptable Use of Technology

Technology as a resource is a privilege, not a right, and may be revoked at any time for abusive conduct or a violation of the Acceptable Use of Technology Policy.

Users of school technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private, regardless of whether activity takes place on or away from school property; this includes, but is not limited to, anything that is created, stored, sent, deleted, received, or displayed on, over or through school technology resources. Files or other information placed or stored on school technology resources are subject to review and may be deleted without notice.

Parents/guardians or students that have questions about the School's Acceptable Use of Technology Policy shall bring such questions to the attention of the Head of School.

Social Media – Employee and Student Use

The school recognizes the degree to which social media (blogs, micro blogs, social networks, media sharing sites, wikis, and the like) are part of our everyday lives. The school understands that these tools can have a place in education when used to further student inquiry, investigation, and communication.

Students may not communicate online in ways that are hurtful or inappropriate or share inappropriate media of any kind. Students must only represent themselves as themselves, and not as the school in any technology privileges or access, or other appropriate punishments. Students who are unsure about proper uses of a social media site or tool are asked to speak to building administrators.

Those who do not follow the social media Policy may lose computer privileges, network access privileges, or other disciplinary action may be taken.

AI Use - Artificial intelligence software may be used at the discretion of the teacher or during research and planning. Students may not use AI written materials as their own work.

ABSENCE PROCEDURES

State law requires that a school maintain accurate attendance records. Therefore, the advisory teacher takes a daily attendance check at the beginning of each day and each teacher will take attendance at the beginning of each section.

1. If a student will be absent from school, the parent/guardian **must** call or **email** the school at **707-320-6394** or **absent@mayacamas.school** to notify the school of the child's absence.
2. After 8:50 a.m., a student arriving late must first report to the Office to ensure that accurate records are maintained. Thus, a student arriving after the start of Advisory must have an admission slip from the Office to enter any classroom.
3. Lateness to school can become an increasing problem, resulting in loss of instructional time and interruption in the learning process for others in the classroom. Parents/guardians must help to structure a morning schedule for their children that will get them to school on time and begin to establish productive and responsible life-long work habits.
4. Chronic unexcused absences to school can become an increasing problem resulting in loss of instructional time and interruption in the learning process for others in the classroom. Disciplinary action may occur, including letters being sent home notifying parents/guardians of the situation, and the possibility of referrals and notification to the appropriate truancy-related agency and/or authorities.
5. To participate in after-school or evening activities, including sports and dances, a student must arrive in school by 11:20 a.m. and actively participate in the remainder of the day.

ABSENCE/LATE ARRIVAL/EARLY DISMISSAL OVERVIEW

Absence from School

It is important for parents/guardians to realize that other reasons for missing school, such as those listed below, will result in an **unexcused** absence or lateness. This list includes but is not limited to:

- Oversleeping
- Babysitting
- Shopping
- Participating in private hobbies or lessons
- Studying for an examination or preparing a term paper
- Car problems
- Family vacations that are not pre-approved

Students who are absent have **three (3) calendar days** from the date of the absence to submit a written absence note to the attendance office to have the absence excused. **Failure to do so will result in having that absence permanently coded as unexcused.**

School Response to Unexcused Absences

Students and their parents/guardians may be required to attend a School Attendance Improvement Plan meeting, and referrals may also need to be made to school-based or community-based attendance improvement programs.

Lateness to School

Please make every effort to have your child to school on time every day. While we understand there will be times when your child may be late due to illness, medical appointments, weather conditions, or recognized religious services, under normal circumstances students should be at school by **8:50** a.m. If your child is tardy for any of the above reasons, please send in a parental/guardian or physician note indicating the reason for the lateness and have your child sign into school at the Attendance Office.

SECTION IV: GENERAL INFORMATION

Technology at Mayacamas

Technology at MCMS

Each student is issued a Chromebook and charger during their time at Mayacamas Countywide Middle School. The Chromebook and charger are property of Mayacamas and will be returned to the school at the end of 8th grade or if the student withdraws from Mayacamas. The Chromebook and charger should be returned in the same condition in which they were received.

Student Chromebook Responsibilities:

- Charge the Chromebook every night.
 - Bring the Chromebook and charger to school everyday.
 - Any labels and bar codes are NOT to be removed.
 - Keep the Chromebook and charger in the same condition as they were received. •
- Report Chromebook or charger issues to the Office.

Damage or Loss/Theft

Students are responsible for any damage to or loss of any Chromebook and/or charger. In case of

damage or loss, the student may be required to pay up to the full cost replacement of the lost/stolen/damaged equipment.

STUDENT DRESS

The school recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, the school has the authority to impose limitations on students' dress in school. As such, student's clothing must be clean and in accord with health and safety regulations. In addition, clothing that is indecent, obscene, that contains overt references to sex, drugs, or alcohol, tobacco, or racial or ethnic prejudice or contains both direct or indirect references to violence or violent groups will not be permitted.

The school will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

If any student comes to school inappropriately dressed, the student will be sent to an administrator and asked to change into proper attire. If the student does not have appropriate clothing, the student will remain in the office and a parent/guardian will be called to bring their child a change of clothing.

LUNCH / MEAL CHARGING POLICY

Lunchtime is intended to be a relaxing and pleasant break in the school day. During this time, students can eat lunch and have time for unstructured play and social interaction.

Students are responsible to stay at their table and to take the responsibility to clean up the area around their table.

Student Behavior Expectations - Responsible Lunch and Break Behavior

1. Students will go promptly outside unless other arrangements have been made with a teacher.
2. Students will walk in a quiet and orderly fashion in an effort not to disturb other classes that are in session.
4. Students will remain seated while eating food (brown bag lunch, school lunch, snacks, drinks, etc.).

5. Each student will handle and eat only their own food. Grabbing, throwing, or playing with food is unacceptable.
6. Students will use good manners and speak in quiet voices.
7. Students will be respectful to other students and yard supervisors as well as the school's neighbors and others walking by the school.
8. Each student will be responsible for cleaning up food and trash from their floor and table area.
9. Playground and sports equipment will be properly used.
10. All activities will be safe and with appropriate physical contact for the game/activity of choice.
11. Students will return immediately to the school building upon hearing the bell signaling the end of the lunch period.
12. Students will enter the building, and return to their classes in a quiet and orderly fashion.

Inclement Weather Days

On days when the weather does not allow students to go outside, the indoor alternatives will be offered.

STUDENT WELLNESS POLICY

The school recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, social and emotional development, and readiness to learn. The School is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience in accordance with evidence-based strategies and techniques. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

ELECTRONIC DEVICES AND CELL PHONES

Mayacamas Countywide Middle School acknowledges that students often bring various personal, family-owned electronic devices to school. These devices may include, but are not limited to, cell phones, smart phones, smart watches, netbooks, tablets, iPads/iPods, Touch devices, and eReaders.

All personal electronic devices are only permitted for use before and after school, unless permitted by individual teachers during their classes for instructional purposes. Otherwise, the personal electronic communication devices should be turned off and put away.

Students who violate this policy will have their device confiscated and turned into the main office.

The device will be returned to the student at the end of the day. Repeated problems will result in the parent being responsible to pick up the device prior to the end of the school day.

Digital Learning Expectations – “Netiquette”

- Behind every screen name is a person.
 - Be kind with your words and actions.
 - Communicate tactfully and appropriately.
 - Be mindful of how you are speaking and what you are typing.
 - Please proofread and spell check.
 - Respect others’ point of view, thoughts, and opinions.
 - Respect the privacy of your classmates and instructor.
 - No recording.
 - No screenshots.
 - Do not share others’ information.
 - Humor and sarcasm can be misinterpreted online.
 - Be mindful of your audience.
 - If you must think about the appropriateness of a comment, do not type it.
- Expectations for learning and behavior are the same as if we were inside the building. •
Establish routines and a sense of normalcy.
- Create a workspace.
 - Take breaks.
 - Be active.

Use of Personal Electronic Devices in Class

At the discretion of individual teachers, students are permitted to use these devices for instructional purposes that do not disrupt the classroom and in any way.

Students who bring a personal electronic device are reminded that they are not permitted to record or photograph or video record others unless directed by a teacher as part of an educational assignment and when they receive permission from the subject. Devices are to be turned off and put away during tests and assessments, unless directed otherwise by the classroom teacher. Personal electronic devices may not be used in hallways or bathrooms or other locations where there is an expectation of personal privacy. Students who need to contact a family member or parent/guardian must do so through the Main Office. The Dschool is not liable for the loss, theft, damage, or unauthorized use of personal electronic devices or are any District personnel permitted to provide tech support for these devices.

Personal Electronic Devices and Field Trips

Permission may be granted for student use of personal music devices while on a field or class trip with the permission of the chaperoning teacher(s). Students are responsible for the safekeeping of all personal possessions while on any trip.

HALLWAY

Student Behavior Expectations **Responsible Hallway Behavior**

1. Students will walk on the right side when moving through the hallway.
2. Students will use a normal speaking voice and appropriate language. To speak to someone down the hall, students will go to them rather than shout.
3. Students will keep hands, feet, and objects to themselves.
4. During class time, students must have a pass to be in the hallways.
5. No food or drink is permitted in the hallways or stairwells. Exceptions will be made for teacher- or team-organized special events.
6. When addressed by a staff member, students will stop and speak respectfully with that person.

RESTROOMS

Student Behavior Expectations **Responsible Restroom Behavior**

1. Students are expected to use the restrooms during passing times and lunch. In an emergency during class time, students will be issued a bathroom pass from the teacher.
2. Students have a responsibility to keep the restrooms clean and free of litter and graffiti.
3. Students are to report problems or concerns about the rest rooms immediately to a teacher or administrator.
4. Students will wash their hands and use proper hygiene.
5. Students will support the privacy of other students.

ASSEMBLIES

Student Behavior Expectations **Auditorium Assemblies**

1. Students will walk into the auditorium quietly, following teacher direction, and will sit where directed.
2. Students will attend to the program, seated upright, with their feet on the floor and their hands kept to themselves.
3. Students will show consideration or applause to the performers at the appropriate times.
4. Students will remain seated and listen to the teacher's directions for dismissal.
5. In emergencies during the program, students will exit and enter using the designated doors

Library Expectations

- To provide a quiet atmosphere for academic work, please keep your voice down when talking.
- Candy, food, gum, and beverages are not allowed in the library.
- When using computers, students should adhere to the School's Acceptable Use of Technology Policy.

Borrowing Materials

- Books may be borrowed for a two-week period (10 school days).
- Overdue notices are distributed to students via teachers. If, after repeated attempts, the book has not been returned, the librarian may send a notice home to enlist the parent's/guardian's help. Students will be required to pay a replacement fee for any lost items.
- A book may be renewed if it is not on hold for another student. To renew a book, you must bring the book to the library.
- A student may only have four (4) items checked out at a time.
- Borrowing privileges will be suspended if a student has overdue items.

EVACUATION DRILLS

Evacuation Drills are conducted regularly to practice for the safe evacuation of students and school personnel in the event of a true emergency. Drills must be taken seriously. Students must report to a designated area, as directed by their teacher.

- Students in classes will exit the building as directed by their teacher and according to the sign displayed over the classroom door. All staff and students must be at a safe distance from the main building.
- Students and staff in wheelchairs or requiring any special assistance will report to the nearest designated stairwell. All stairwells have “area of refuge” panels. The staff or student can press a button at any landing not accessible to the outside doors and they will be lit up on a panel in the main office. They can wait in the stairwell location for rescue and will be contacted via the speaker in the panel by the emergency responders when they arrive to the site. Special procedures will be developed to meet individual needs.
- Students must be silent to hear any emergency directions.
- If a fire alarm sounds while students are in the hallway, they are to exit immediately.
- Any student not in their assigned class when a fire alarm sound will report immediately to the nearest designated area.
- If the alarm sounds during a time when students are unassigned (e.g., before advisory, during lunch, or special activities, etc.), students will go immediately and silently to the nearest exit and report to the nearest designated area.
- After the “all clear” signal, students will return in a line with their class to the building as directed by their teachers. Students will continue to maintain silence to hear directions.

LOCK OUT AND LOCK DOWN DRILLS

In some types of crises, it may be necessary to implement a temporary “Lock Out or Lock Down” to protect students and staff. Mayacamas has emergency drills. **Lock Down** drills, require exterior and interior doors to be locked. Students are to remain in their classrooms for a designated period.

ROLES AND RESPONSIBILITIES – PARENTS/GUARDIANS

Parents/guardians are critical members of the school community and are encouraged to participate in the education of their children. By working together, parents/guardians and school staff help each student learn behaviors that will enhance the student’s self-concept as well as increase opportunities for academic success. Parents/guardians are encouraged to develop a partnership with the school to help each child grow academically, socially, and emotionally.

To ensure a successful educational experience for Radnor students, it is encouraged that parents/guardians:

- Model appropriate behavior for their children.

- Be good listeners – to students, staff, administrators, and other parents/guardians. •

Stress the importance of honesty.

- Encourage children to keep open lines of communication with their parents/guardians and with school personnel, such as counselors, to share information which may be troublesome.
- Set up systems at home to foster student organization and responsibility for schoolwork.
- Ensure that students eat breakfast and arrive at school on time.
- Monitor children’s after-school activities to ensure a structured after-school environment.
 - Continue to reinforce the social skills program taught in the elementary schools.
- Support the Mayacamas Countywide Middle School ban on profane language or derogatory language that targets religious, racial, or ethnic groups.
- Act to ensure that their children are helping to keep Napa safe. • Ensure that children dress in accordance with the Mayacamas Middle School dress code. • Interact with their children in a manner consistent with school guidelines. • Network with other parents/guardians.
 - Keep an open mind when contacted regarding behavioral issues and be willing to work cooperatively with the school.
- Support the school staff in their efforts to help children learn more appropriate alternate behaviors.
- Monitor the child’s use of the Internet, telephone, and other electronic media.
- Develop consistent guidelines and expectations that are developmentally appropriate for their child and their friends.
- Sign a contract with the school indicating their support of this plan.

VISITORS

All visitors are required to sign in at the school's main office and present a valid government-issued identification, which will be validated through a state database system. A visitor badge will be provided to the visitor, which must be worn in a visible manner for the duration of the visit. Upon completion of the visit, the individual must sign out in the main office and return the badge. The visitor badge is valid only for the duration of that visit. Any visitor on school property who has not registered at the school's main office is trespassing. The individual will be asked to return to the school's office to register or else will be asked to leave immediately. If any visitor refuses to leave school property when asked to do so or creates a disturbance, the principal or designee may request aid from law enforcement

agencies to remove the individual.

Parents/guardians who wish to speak with or meet with a teacher, counselor or therapeutic staff member must call in advance for an appointment. Parents/guardians interested in visiting the school or attending classes must call the office in advance so that a schedule can be prepared, and teachers notified.

Students from other districts are not permitted to visit school unless the principal grants an advance request after agreement with teachers whose classes are to be visited. Requests must be in writing from the parent/guardian of the Mayacamas student, and they must have prior approval by the principal. There may be times when visitations may be inappropriate. No student visitors are permitted at school sponsored parties or dances.

Students should report to the Main Office with any injuries or illnesses.

Except in the case of an emergency, students must have a pass from a teacher to visit the school office. Students may not go to the office between classes. Students are to go to their scheduled class and ask that teacher for a pass to the office.

IMMUNIZATIONS

MANDATED VACCINATION REQUIREMENTS

Proof of immunization means a written record showing the dates (month, day, year) your child was immunized. Information on required school immunizations/vaccinations can be found on the California Department of Health website.

FORGOTTEN ITEMS

Home procedures should be in place to support students in bringing all necessary items to school. A home “Launch Pad” for bookbags, projects, instruments and lunches may be useful so that everything is within reach as the student heads out the door for school each morning. **Delivery of misplaced or forgotten items should be a rare occurrence.** Items that **must** be delivered to school such as eyeglasses, contact lenses, or retainers, should be placed in a sealed envelope with your child’s name and grade clearly displayed. **All medications must be given, by a parent/guardian, to the school office.**

For security reasons, stairways and classrooms are locked at the end of instructional day. Students will not be permitted to return to the building after school has been dismissed to retrieve forgotten items. Office and custodial staff are not permitted to admit individuals to classrooms after the school day. Please do not make requests to re enter buildings as this would constitute a violation of this security procedure.

LOST AND FOUND

Lost and found items, such as clothing and notebooks, are located just outside the Attendance Office. Fragile or valuable items are brought to the office where they may be identified and claimed. If not claimed, items will be sent to local charity organizations. Students are asked to mark all belongings with their names in permanent ink. Valuables and large amounts of money should not be brought to school.

VALUABLES

The school discourages students from bringing valuable items, such as expensive jewelry, electronic items, or money to school. If students choose to bring such items, they do so at their own risk. The school cannot guarantee or provide for the security of these types of items.

FIELD TRIPS

Teachers, as well as elective classes, often plan educational activities away from the school campus. Students are expected to behave in an exemplary manner while on field trips. Denial of participation in a field trip or special program may result if the student cannot handle the unstructured nature of such activities. Repeated behavior referrals may result in an exclusion from a school trip or activity.

EDUCATION FOR HOMELESS YOUTH

Under the McKinney-Vento Homeless Assistance Act, schools must identify children and youth in homeless situations and provide appropriate services, including immediate enrollment in school, even when students lack paperwork normally required for enrollment.

The goal of the federal Law, McKinney-Vento, is to assure continuity of education despite circumstances that may result in a family experiencing homelessness. The specific definition in the law for the purposes of continued enrollment in a school district is as follows: Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which includes, but not limited to, the following conditions: sharing the housing of other persons due to loss of housing or economic hardship; living in motels, hotels, trailer parks or camp grounds due to lack of alternative adequate

accommodations; or living in emergency, transitional or domestic shelters.